

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
19-218A

OPENING DATE:
22-Apr-2019

CLOSING DATE:
7-May-2019

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:

Aviation Resource Management Specialist, D1891000, GS-2101-09, E-6/TSgt - E-7/MSgt, MPCN: 009526140J

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
1C072

ASVAB:
A-41

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the 162nd WG, Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays

NOTE: MUST POSSESS AFSC 1C072

NOTE: Applicants must have a date of rank to E-6/TSgt as of 1 June 2018 or earlier.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Coordinate matters with NGB, HQ MAJCOM, and service organizations staff personnel to obtain clarification or recommend changes to instructions and procedures.
 2. Interpret and administer laws and regulations regarding incentive pay to determine eligibility and entitlement to Aviations Incentive Pay (AvIP), Critical Skills Incentive Pay (CSIP), and Hazardous Duty Pay (HDIP) on all aviation related duties for assigned/attached personnel and prepare Military Pay Orders to authorize, award, or recoup incentive pay actions based on Department of Defense regulations, Air force Instructions and all governing laws.
 3. Control and monitor the resource and training requirements of unit assigned/attached: rated, career enlisted aviator and non-rated aircrew for mission accomplishment and safety of flight by researching, validating and interpreting Air Force Instruction (AFI) and higher headquarters Mission Design Series (MDS) specific medical/physiological requirements, flying/ground training requirements to create/update ARMS training tables/profiles/reports.
 4. Develop and execute procedures and checklists for in-processing, out-processing, auditing and self-inspections of flight record folders for all aviators to include written go/no-go procedures, pre-mission, and post-mission review; recording aircrew and aircraft flying hour data; and determining aviation service actions for assigned/attached flying personnel as it directly affects mission accomplishment and safety of flight.
 5. Acquisitions official source documentation to ensure aviation personnel are assigned to the proper Aviation Position Indicator, verifies several Unit Manning Documents (UMD) including State headquarters, Wing, Medical Squadron, Operations Group and Fighter/Attach Squadrons to authenticate/publish aeronautical orders to start, suspend, disqualify or terminate aircrew member's requirements to perform operational flying and awards aeronautical ratings and aviation badges.
-

SPECIALIZED EXPERIENCE: Experience in gathering information, identifying and analyzing issues, and developing recommendations to resolve the full range of aviation resource matters. Possess education and training to decipher problems associated with flying training, wing flying hours, incentive pay and flight records in the Aviation Resource Management System (ARMS) database to ensure aircrew resources and training requirements are met and technical guidance on appropriate systems are maintained in accordance with applicable laws and regulations.

BRIEF JOB DESCRIPTION: This position is located in the Air Operations Division of the 162d Wing, Tucson, Arizona. Its purpose is to: plan, implement, and control all operational aspects of officer and enlisted aircrew resource management, aircrew training, incentive pay, associated forms, management of the ARMS, system interfaces, operational reports, technical guidance, and training of assigned/attached aviation resource management personnel. This is accomplished through: interpretation and administration of laws and regulations to ensure training/mission objectives are met; directing, controlling, and monitoring resources/training requirements for mission accomplishment and safety of flight. As required, the position may periodically perform Flight Services Specialist duties.

SELECTING OFFICIAL: Lt Col Frank Lusher (frank.lusher.mil@mail.mil)
